

# How to Use AutoText

## About AutoText

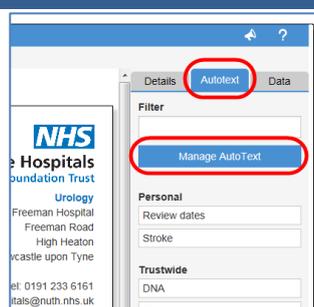
AutoText allows you to add frequently used wording to your letter quickly and easily.

Three types of AutoText are available:

- Personal** – you create and they are for your own use
- Departmental** –for your own department to use (created by your Office Manager/Super User)
- Trustwide** – for all users (created by IT Department)

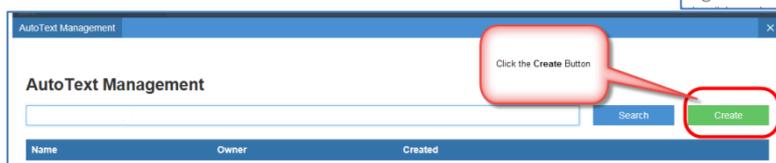
## Creating Personal AutoText

1. From the **AutoText** Tab, select **Manage AutoText**



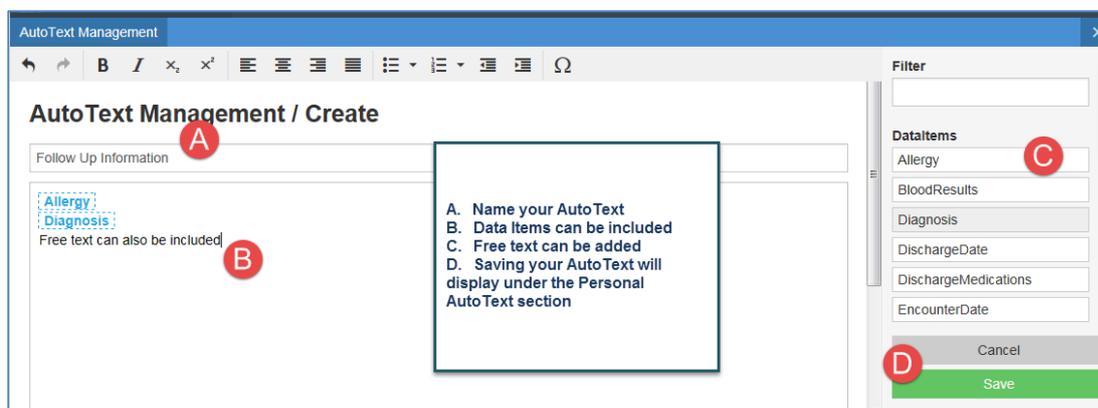
2. From the AutoText Management screen click the **Create**

button



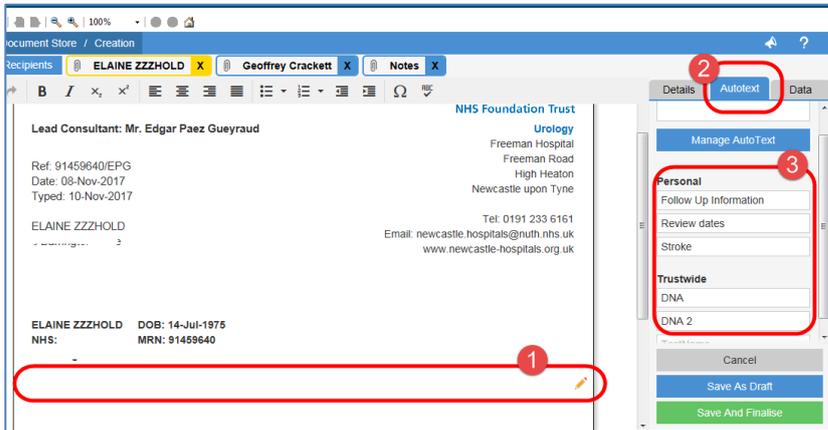
3. From here you will need to:

- a. **Name** your AutoText for future use
- b. Add any **Free Text**
- c. Add any **Data Items** to this AutoText – this will pull any relevant information from the patient encounter each time you use it
- d. **Save** the AutoText. Once you save this AutoText it will be available for future use under the Personal AutoText section.



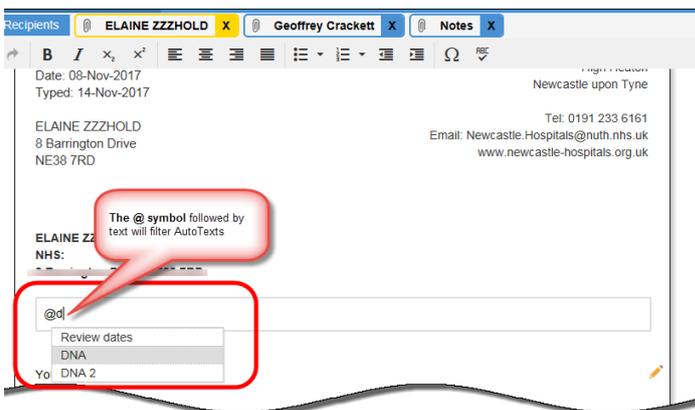
## Inserting AutoText from the Side Panel

1. Click into the editable area of your letter.
2. Select the **AutoText Tab**
3. Click an AutoText from the list



## Inserting AutoText via the @ symbol

1. Click into the editable area of your letter.
2. Type the **@symbol** followed by **some letters** from your AutoText
3. Select the **AutoText** from the filtered list



It is possible to create your own **Personal AutoTexts** from a Word document. Once the text is copied (Ctrl and C), use the shortcut keys on your keyboard of Ctrl and V to paste the text into a new AutoText. Newly created AutoTexts will be available for use the next time you create a document.